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Scott Walker
Governor

Donald P. Dunbar
Adjutant General



HS Dark Sky County Emergency Operations Center Exercise Support 2016

Grant Announcement

**Applications must be submitted through
Egrants on or before February 9, 2018**



STATE OF WISCONSIN

DEPARTMENT OF MILITARY AFFAIRS

SCOTT WALKER
GOVERNOR

DONALD P. DUNBAR
ADJUTANT GENERAL

Important Contact Information for this Grant Opportunity:

Program/Policy:	Michael Jordan (608) 242-3335 michael.jordan@wisconsin.gov
Budget/Fiscal:	Rebecca Thompson Rebecca2.Thompson@wisconsin.gov
Egrants Assistance:	Weekdays, 7:30am – 4:00pm Email: WEMEgrants@egrants.us Telephone: (608) 242-3231

The Egrants system user guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted on the grants page of the WEM website:

<https://egrants.emergencymanagement.wi.gov/egmis/EgrantsExternalUserGuide9-12-2014WEM.pdf>

Online Help is available throughout the Egrants application process. Once you have started an application, look for the HELP button in the top right corner of the screen. Page-specific instructions can be found there.

Grant Announcement Summary

Grant Title: HS Dark Sky County Emergency Operations Center Exercise Support 2016

Description: This grant shall fund County Emergency Operation Centers (EOCs) that provide support to the statewide Dark Sky Exercise Event. Contractors shall be hired to provide exercise development. Development activities shall include however are not limited to the Master Sequence of Events List (MSEL) preparation and after action reporting.

Opportunity Category: Limited Eligibility

Important Dates:

Application Due Date:	February 9, 2018
Project Start Date:	March 19, 2018
Project End Date:	May 30, 2018

Anticipated Funding Amount: The total amount of funding available under this grant opportunity is \$17,500 as approved by the WEM Administrator. The funding shall be allocated as described in the eligibility section.

Match/Cost Sharing Requirement: None

Eligibility: Only the following counties are eligible to apply for the available funding;

Dane County Emergency Management	\$3,500
Calumet County Emergency Management	\$3,500
Winnebago County Emergency Management	\$3,500
Brown County Emergency Management	\$3,500
Outagamie County Emergency Management	\$3,500

DUNS Number: The federal government now requires a DUNS number as part of the grant application to keep track of how federal grant money is awarded and dispersed. If your organization needs to obtain a DUNS number, go to <http://fedgov.dnb.com/webform>. You can also search this site if you cannot find your agency's number. Under normal circumstances, a new account can be created in 24-72 hours. The federal government has published DUNS Frequently Asked Questions at <http://fedgov.dnb.com/webform/displayFAQPage.do>. Check with your agency's financial office before registering for a DUNS number - it is likely your agency already has one.

WEM cannot award grant funds until an active DUNS number is provided.

Eligible Expenses: Funding may be used for travel/training, supplies and operating expenses and consultants/contractual.

All expenses must be new and cannot replace existing state or local government funding. Substitution of existing funds with federal grants (supplanting) will be the subject of monitoring and audit. Violations may result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, repayment of monies provided under a grant, and civil and/or criminal penalties.

HS Dark Sky County EOC Exercise Support 2016

Program Description

This grant shall fund County Emergency Management Centers (EOCs) that provide support to the statewide Dark Sky Exercise Event. Contractors shall be hired to provide exercise development. Development activities shall include however is not limited to MSEL preparation and after action reporting.

Submit Applications Using Egrants

Applications must be submitted through the Egrants online grants management system. If you have never used Egrants before, you will need to register for access to the system. To register online, go to <http://register.wisconsin.gov/accountmanagement/default.aspx> and complete the 'self registration' process

Authorization to access Egrants can take several days depending on registration activity. The WEM help desk is open Monday-Friday 7:30am-4pm if you need assistance. (Please note: If you register outside of these hours, access may not be approved until the next business day.) Once your Egrants access has been approved, you may begin your online grant application.

An Egrants System User Guide is posted on the WEM website:

<https://egrants.emergencymanagement.wi.gov/egmis/EgrantsExternalUserGuide9-12-2014WEM.pdf>

Application Components

Through Egrants, you will provide WEM with detailed information about your project that will be used to make a funding decision. Questions on what is expected in each section can be directed to Michael Jordan at (608) 242-3335 or at Michael.Jordan@wi.gov.

1. Main Summary

This page asks for information about your agency and the individuals responsible for the application and grant award. There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button. Please note: When identifying individuals involved in this grant, you may not list the same person as project director and financial officer. The financial officer is the individual responsible for financial activities in your organization while the project director will be overseeing project operations.

In the Brief Project Description text box, please describe your project in 150 words or less. A suggested format is included for your convenience:

“Funds will be used by the (your agency name and others involved in the project) to (describe what funds will be used for and who will be involved). The (what - equipment, training, project, pilot, etc.) will (describe the specific goals you hope to achieve – how will the project or equipment improve safety in Wisconsin?) [If appropriate, add which area(s) of the state will benefit]”

Responses to this section will be used on the WEM website, cited in WEM reports and could be mentioned in press releases. Plain language that clearly describes the intent of the project is most effective.

2. **Approval Checklist**

Answer Yes, No, or N/A (not applicable) to each question.

3. **Performance Measures**

Please open this section and change the page status to Complete; then SAVE the page. Performance Measures will be identified and collected during post-award reporting rather than through this funding application process.

4. **Budget Detail**

Complete a project budget using the following categories. For each category used, enter a justification that describes how the items in that category will be used during the course of the grant period. It is important that you include specific details for each budget line item, including cost calculations.

Travel/Training: Any travel and/or training costs associated for an individual with the funded project. Only actual expenses will be reimbursed. All reimbursements will be at current state rates that are subject to change. Current rates for in-state travel at the time of this announcement include:

- Mileage: \$0.51/mile
- Lodging: Maximum \$82/night (\$90/night for Milwaukee, Waukesha or Racine County)
- Meals: \$8/breakfast (leaving before 6 a.m.); \$10/lunch (leaving before 10:30 a.m. and returning after 2:30 p.m.); \$20/dinner (returning after 7 p.m.).

Any travel and/or training costs associated for hosting an event (conference/convention, training, exercise, etc.) with the funded project. Only actual expenses will be reimbursed. All reimbursements will be at current state rates that are subject to change. Current rates for in-state travel at the time of this announcement include:

- Meal cost per attendee: \$8/breakfast (start time prior to 6 a.m.); \$10/lunch (starting before 10:30 a.m. and concluding after 2:30 p.m.); \$20/dinner (event ending after 7 p.m.). Some events may be eligible for \$7/break expenses, for more information regarding state guidelines and expense reasonableness please call or email the Program or Fiscal Contact listed on this Grant Opportunity.

(Please note: Costs will only be reimbursed after submission of an event agenda and attendance list. Travel and training for contracted employees does not go in this section. These expenses should be itemized under “Contractual.”)

Travel and meal/break expenses must be approved by Wisconsin Emergency Management’s state training officer Gary Wieczorek prior to the submission of this application. Gary.Wieczorek@Wisconsin.gov 608-242-3213.

Supplies and Operating Expenses: Includes consumables such as paper, stationery, postage, and software. Also includes operating expenses such as rent and utilities. Show computations for all items. For example, Rent: \$150/mo x 12 months = \$1,800.

Supply and operating expenses must be approved by Wisconsin Emergency Management's state training officer, Gary Wieczorek prior to the submission of this application. Gary.Wieczorek@Wisconsin.gov 608-242-3213.

Consultants/Contractual: Provide costs associated with individuals or entities providing services through a contractual arrangement. With the exception of a few justified sole source situations, contracts should be awarded via competitive processes. Attach detailed information to support the total cost of each contract. For each consultant enter the name, if known; service to be provided; hourly rate and estimated time on the project. Hourly rate for training and exercise contractors may not exceed \$50.00/hour. Show the basis of computation for each service requested.

5. Project Narrative

Describe your program or project in detail, including what objectives will be accomplished.

6. Implementation Plan

Explain how the needs and requirements of persons with disabilities will be taken into account in the scenario as well as for exercise participants and observers. Applications must address this requirement in order to receive funding.

7. Required Attachments

To attach a document to your Egrants application you must type "See Attached" in the text box to enable the document attachment tool.

The following document must be attached to your application in this section:

☐ "Extent of Participation Agreement" Dark Sky 2018

Contact Kevin Wernet Kevin.Wernet@Wisconsin.gov for additional information

Only applicants that attach the completed document will be considered for funding.

Application Review and Award Criteria

All applications must be submitted on or before the deadline and will be screened for completeness and compliance with the instructions provided in this announcement. WEM staff will review applications to ensure consistency with statewide strategies and make funding recommendations to the Adjutant General. All final grant award decisions will be made by the Adjutant General.

Post-Award Special Conditions/Reporting Requirements

If you are awarded funds under this announcement, you will be required to provide regular progress reports. The schedule for your reports will be included in your grant award materials. At that time, please review all of your grant award special conditions and Egrants reporting requirements. In addition to any special conditions described in your award documents and reporting requirements contained in Egrants, you will need to provide the following:

1. HSEEP for Exercises: All exercises must follow the exercise methodology as directed by the Homeland Security Exercise Evaluation Program (HSEEP).
2. Subsequent to the exercise, the sub grantee shall include completed participant feedback forms uploaded into Egrants with the final report.
3. Subsequent to the exercise, the sub grantee shall provide a summary document that identifies exercise activities and objectives that were met. The document must be uploaded into Egrants with the final report.
4. NIMS/ICS Exercise Roster Required:.
Reimbursement of costs will be contingent on submission of the county's SEOC roster which must contain project name, dates, participant name, and agency affiliation. Upload the correct roster into Egrants in the program report. Each roster must only contain one course.
5. The exercise after action report (AAR) is due within 60 days of completion of the exercise and must include an improvement action plan matrix. Upload each of the documents into Egrants with the final report.

Sub grantees may use the official Dark Sky AAR or a more targeted AAR to satisfy this special condition.

Additional Resources

Additional information about Wisconsin Emergency Management and resources to assist with Egrants is available as follows:

- Wisconsin Emergency Management website: <http://emergencymanagement.wi.gov/>
- A helpful Egrants User Guide is posted on the Egrants page of the WEM website.
<https://egrants.emergencymanagement.wi.gov/egmis/EgrantsExternalUserGuide9-12-2014WEM.pdf>
- It includes registration through grant award instructions.
- Online Help is available in many areas of the Egrants program – watch for the Help Buttons.
- Egrants Helpdesk is staffed on non-holiday weekdays between 7:30AM and 4:00PM.
Email: WEMEgrants@egrants.us
Phone: 608-242-3231